

PONY CLUB ASSOCIATION OF Q'LD

ORGANISER'S KIT FOR OFFICIAL COMPETITIONS & ZONE CHAMPIONSHIPS

OFFICIAL DRESSAGE 2016

Your Club/Zone has been granted an Official Dressage event to be held

on.....

The following will be of assistance to you in conducting this competition in an effective and professional manner, and we would ask that you observe the requests for information on judges and results and supply same **at the time specified.**

Clubs organising official events must have the current Dressage & Combined Training Rule Book and the Scoring Handbook available from the PCAQ Office or on PCAQ Website.

Your first step in organising an event should be to arrange the services of a PCAQ Steward who will be your Technical Delegate for the event. As well as inspecting your arenas you should involve the TD in many of the decision making processes.

Your programme must be approved by the Sub-Committee, please send in your programme for approval, in plenty of time prior to distributing to clubs. If unofficial events are run in conjunction with an official competition, this part of the programme must also be submitted.

You will be notified when your programme has been approved or if anything needs to be altered, a revised programme would need to be re-submitted for approval.

YOUR PCAQ STEWARD (TD) and JUDGES WILL BE APPROVED BY THE SUB-COMMITTEE IN CONJUNCTION WITH THE REGIONAL DIRECTOR OF COACHING FOR YOUR AREA (2015).

Please supply the above information **on the enclosed form at least three weeks before the event. Failure to do this may result in your day being declared unofficial.** If there are changes made to the list after approval is given, the sub-committee must be notified and new judges approved by Chairperson of Sub-committee prior to the event.

Programme

Refer to Dressage Rule Book (Revised January 2016) for information on classes for official events.

Disclaimer clause and Reservation of Rights must be printed on all programmes as printed in Rule Book.

Official Classes:

Refer to the sample programme, the format of which is to be followed.

Riders in Preliminary, Novice, Elementary and Medium (optional) must be 13 years of age and under 26 years.

PERFORMANCE CARDS ARE REQUIRED FOR ALL RIDERS IN OFFICIAL CLASSES, THIS INCLUDED 10 & U. AND 12 & U.

The Entry Form should have provision for the registration number of horses in GRADED sections also the membership number and club name for **ALL** riders in all classes, and PIC number of the property where the horse is kept.

Unofficial Classes:

- Additional unofficial classes may be included on programme eg for specific age group.
- Unofficial classes should not hold up or impede the running of the Official section.
- **All rules per official competition will apply to unofficial events**, but riders will not need grading cards and no points will be recorded.

Nominations:

- All entries must be made through the rider's club or nominations secretary. **Clubs are asked not to take entries from individuals.**
- **A horse may only compete in one grade for the day.** Horses **must** compete in the grade shown on their performance card. Horses with less than 30 points must compete in Preliminary. Horses with more than 30 points and less than 60 points must compete in Novice. Horses with 60 points or more must compete in Elementary/Medium
 - **Horses compete in their correct grade for Dressage as at the CLOSE OF NOMINATIONS.**
 - Riders cannot choose to upgrade or downgrade on the day of the competition. This must be applied for and approved prior to the competition.
 - Nominations that do not have Horse Registration numbers AND riders do not have Performance/registration card on the day, will compete HC (June 2011).
 - Organisers cannot stop riders competing if they do not have their Performance /registration card with them, but may withhold awards until Card is produced.
- A horse must be one of the following: owner ridden, leased (lease must have been approved), or owned by a financial member of the same club (lease not required).
- A horse may only have one rider on the day, see exceptions in Rule Book.
- A rider competing on one horse in the GRADED classes may not ride another graded horse in the unofficial classes.
- Riders found to be in breach of these rules will forfeit their placings, along with any trophies won, as well as qualifications for state event.
- A person should be appointed to collect, inspect and enter results in performance cards. Cards for all riders in the official classes, (including 12u and 10u), are checked that the rider is entered in the class shown on the horse's performance card. Competitors may ride a grade or official 12 & u horse (Oct12) in an unofficial class if rider is not currently competing in official classes (June10).
- **Two horse rule:**
The decision on whether riders may have two horses or whether you wish to stay with one rider one horse for the day is entirely up to you as the organising committee & should be stated in the programme.

Riders may ride a maximum two horses. If both graded horses then the rider must enter one horse competitively and the other must be ridden HC in the official classes. The HC horse must be ridden second if in the same class. OR Riders may enter one competitive horse in Official Programme and one competitive horse in the Unofficial Classes.

Hors Concours: HC

Organisers may at their discretion accept entries HC but no prize can be awarded.

Organisers are responsible for informing the scorers of combinations permitted to compete HC and these horses must be show on the scoreboard as competing HC **and on the draw for each ring** so the scorers know not to place them, but must indicate if the result met the qualifying criteria for State Championships as riders are allowed ONE HC performance.

Division of Groups:

- Groups of over 30 riders but less than 40 riders **may be divided** into two groups, but **must be**

Revised 31.1.16

- **divided** when numbers exceed 40. (2010)
- This will be done by virtue of the draw e.g. first 40 into group 1, next 40 into group 2, etc.
- There is no option to divide a group with less than 30 riders.
- **Insufficient numbers** classes may be combined with the next lower grade or classes with less than 3 riders become unofficial and cannot form part of the team.
- If you combine classes you must notify the rider of the change as soon as possible, especially if they have to learn a new dressage test. Higher graded horses do not have to count the win/placing unless they wish to do so, however the result should be entered on their performance card.
- **HOWEVER, Organisers are encouraged to run the competition so that riders have the opportunity to qualify and gain experience in their correct grade.**
- If overall awards are given, the organisers are not required to give an award of the same value to the overall winner of any Class with less than 3 competitors.”

Seniors:

- Are a recognised Age Group at all but State Championships and therefore must be offered the opportunity to compete.
- Seniors do not form part of an Official team
- Organisers may run Seniors under Option A or Option B and must be stated on programme which option is being applied to the event.

Option A: Seniors to choose from classes 3, 4, 5 (Official Preliminary, Novice or Elementary/Medium) to be eligible for overall awards, but if no class is stated will ride in Class 3 Official Preliminary (Jan 09).

Option B: Seniors will compete as one Group in Class 6, which will consist of one official preliminary test and on official novice test.

REFER TO RULE BOOK Para 6.d. for further details.

Performance Cards:

- All graded competitors should hand in a performance card before the start of the day.
- If the competitor cannot produce the card for any reason, **any awards won for the day should be withheld until the card is sighted and the points recorded. YOU CANNOT STOP A RIDER FROM COMPETING.**
- It is desirable to appoint someone to be responsible to collect, inspect and enter results in performance cards,. This person should be responsible for collecting cards from all riders in official classes, checking that the rider is entered in the class shown on the horse's performance card, filling out any placings on cards and returning the cards to the riders at the end of the day as they return their back numbers..
- It is the Riders' responsibility that they nominate in the correct grade as shown on their performance card. **REMEMBER for Dressage horses compete in their grade AS AT CLOSE OF NOMINATIONS.**
- **Riders cannot choose to upgrade or downgrade on the day of the competition.** This must be applied for and approved prior to the competition.
- Riders will forfeit any awards and/or points if they compete in incorrect grade.
- Grading points are only allocated for the riders in the official classes at an Official competition. Results at a Zone Championship may be recorded but **MUST NOT** be allocated any grading points, even if a rider wishes to take them.
- For a competition to automatically count for points there must be 6 riders.

- For competitions with less than 6 but more than 3 competitors, riders can choose whether they take points or not, **BUT MUST INFORM ORGANISERS IF THEY DO NOT WANT THE POINTS**, AND this must be marked on the result sheet.
- Competitions with less than 3 competitors remain unofficial i.e. Do not take grading points; do not count towards team placings; BUT the result counts if it meets the qualifying criteria for State Championship.
- Points are only counted towards grading when a score of 55% or more is achieved.
- Horses do not upgrade during the day.

Draw:

- Riders should not appear in block from the same club. It is the riders who are drawn not the club.
- Riders should not ride in the same order in both tests, i.e. the same riders cannot be No.1 in each class, however it is acceptable to start at a different point for each class e.g. first test starts at No.1, second test at No. 8.
- If numbers are large & classes are divided, riders from the same club should be spread across the classes.
- Riders from greater distances should not be put first in the draw.
- Timetable the same group of riders for the same part of the day eg. Under 11 yrs - NOT one test early am & second test last of the day.
- If a rider has more than one horse in the group, it is acceptable to put them first and last so the event is not held up.
- If Option A is used for Senior competition, indicate on the draw if a rider is a Senior within that class e.g. SNR.

Judges:

- It is as well to contact judges (List of Dressage Judges can be found on PCAQ website) as soon as you have your date confirmed.
- **2 judges required per ring..** (Exception: Preliminary and Novice competitions may be judged by a single judge who must be of Elementary standard or higher, if circumstances arise which prevent two judges being used) EA qualified judges may be used. Please state the judges EA level when submitting his/her name for approval.
- When people agree to officiate, please confirm at once and nearer the event, telephone to make sure they are still able to come.
- No judge should be expected to judge more than 40 horses in a day and no more than 35 horses in any one competition.
- You should try to avoid having two judges from one club in the same ring.
- **JUDGES CANNOT JUDGE A MEMBER OF THEIR OWN FAMILY.** Please keep in mind that family, close relatives, team managers or trainers of any competitor cannot judge the grade/group that the competitor is participating in. When confirming judging appointment, please ask if there is anyone that they should not judge.
- Judges should be notified to the Dressage Sub-Committee **on the enclosed form at least three weeks before the date of your event. Failure to do this may result in your day being declared unofficial.** If Judges have to be changed after this, you must notify PCAQ.
- Please try to change at least one of the judges before riders compete in their second test for the day i.e. riders must not be judged by the same two persons for both tests.
- **Refreshments:** Judges/pencillers should be provided with comfort breaks and refreshments from time to time during the day and judges should be given lunch.
- **Expenses:** Payment of travel and out of pocket expenses for judges should be offered at a rate of 50c per kilometer or \$50.00 which ever is the greater plus overnight accommodation if required.

- If another judge comes as a passenger they do not receive mileage but do receive \$50.
- **Helpers:** Clubs applying for Official Days should bear in mind that they need to provide the majority of the work force from their own members and limit the request for helpers from competitors. Other clubs should only be asked to provide assistance for jobs as Dressage pencilers.(Oct.09)

Pencilers: Do arrange pencilers before the day starts. **DO NOT LEAVE IT UNTIL THE MORNING OF THE COMPETITION.** Clubs can ask for help based on one helper for every 3 competitors or part thereof.

Technical Delegate:

- The Technical Delegate is PCAQ's official representative at each official competition.
- Technical Delegate should be taken from PCAQ Technical Delegates list, but this is not extensive. If not from list, supply details of TDs experience. Ideally the TD should be from another club but not . Your recommendation will be considered by the Committee.
- YOUR PCAQ STEWARD (TD), JUDGES & COURSE BUILDERS WILL BE APPROVED BY THE SUB-COMMITTEE IN CONJUNCTION WITH THE REGIONAL DIRECTOR OF COACHING FOR YOUR AREA (Aug2014).
- The competition cannot proceed without the Technical Delegate. The Zone Delegate to PCAQ sub-committee may be asked to fill the role under certain circumstances, provided this person is conversant with rules, regulations and scoring in this discipline, or a TD committee may be arranged.
- The Technical Delegate is NOT there to run the event, this is the duty of the Chief Steward. However, the Technical Delegate is required to report on the event to PCAQ.
- The TD will be present on the day of the event:
 - To ensure it is conducted in accordance with the Rules
 - To interpret rules where necessary
 - To supervise the event
 - To give what help and guidance may be required
 - To inspect and approve courses and arenas before they are shown to riders
 - To authorize appropriate alterations being made if, in his opinion and in consultation with the Course Builder, the courses are not in all respects within the limits laid down in the Rules or are unsuitable for the classes of horses expected to take part
 - To take responsibility for all decisions except where otherwise stated in the rules.

Scoring:

- Make every effort to have a place for scorers where they will not be easily accessible to competitors.
- If possible have a separate person available to answer queries, especially on a big day.
- **The person in charge of the scoring should be familiar with the procedure.** If in doubt call in the TD.
- Horses compete in their grade AS AT CLOSE OF NOMINATIONS.
- Points are awarded from 10 to 1 in all events. Clubs organising official events **MUST** have the relevant Rule Book and Scoring Handbook, available from the PCAQ office or Website.
- Horses do not upgrade during the day.
- Horses meeting the qualifying criteria for state events **MUST** have a **Q** entered beside the result on the mastersheet for each test, i.e. 55% in the test.
- Riders must check the mastersheet before leaving the competition to verify the **Q** has been entered beside their result.

Teams:

- It is your decision as to whether to include a team event or not.
- Teams shall consist of best four riders from one club with the three best scores to count. A team of three is acceptable and may beat a team of four. Clubs may have more than one team.
- Teams may be taken from any grade or group in the official programme. Points are awarded from 10 to 1 in all events.
- Teams with less than 3 riders remaining in the competition cannot be placed.
- Seniors or riders from unofficial classes do not form part of an official team.
- Organisers may offer an Unofficial teams (as above). Seniors can form part of an unofficial team.

Results

- Results should be placed on the notice board during the day and kept up to date. Presentations for individual classes should be made after results have been displayed for 30 minutes. Dressage sheets may be made available to riders after each class (test) is completed and results posted.
- Final presentations should be made as soon as possible after the last event is finished but after the 30 minutes has elapsed.
- Results should be forwarded to PCAQ within two weeks of the event, using the official result sheets provided (photocopy as required), listing the actual judges of each class. A computer print out is acceptable, but please ensure that all the necessary information is provided, e.g. riders' names, membership numbers, horses' names (as per Performance Card), registration numbers, **Qs** if applicable, and if they **do not wish to take their points**, where applicable..
- Also a full report for the event including Judges' names and the TD's report must accompany the results.

Awards:

- Ribbons must be awarded to fifth place in all events. Ribbons may read "XYZ Pony Club Official Dressage".
- It is up to the Club whether they award overall trophies/sashes, however if they do they should be awarded on the 10 to 1 scoring basis.
- The trophies in the Official section should be of greater value than those in the Unofficial section.
- Whether horse/rider combination qualifies for the State Event has no bearing on their places on the day.
- **If overall awards are given, the organisers are not required to give an award of the same value to the overall winner of any Class with less than three (3) competitors.**
- If the competitor cannot produce the card for any reason, any awards won for the day should be withheld until the card is sighted and the points recorded, you cannot stop a rider from competing.
- Riders will forfeit any awards and/or points if they compete in incorrect grade.
- Horses do not upgrade on the day, eg A horse starting the day in Preliminary and carrying 19 points wins the event, bringing its points up to 25 and its grade to Novice the horse remains in Preliminary grade and places 1st and is still eligible to win the Preliminary grade award for the day. However its total points should be written in the card as Novice grade 25 points.
Horses compete in their correct grade as at the close of nominations.

Substitutions:

- Mounts may be substituted before the commencement of the event upon presentation of a Veterinary certificate or a written statement from the Club Chief Instructor.
- If a substitution is made, the replacement mount must be eligible within the terms of the PCAQ rules.
- The substituted mount does not have to be the same grade/group as the original mount.
- No substitution of rider is permitted under any circumstances.

Refund of Nominations:

- Nominations will be refunded providing the organising body is advised of the scratching before the commencement of the event.
- And receives a request for a refund in writing including a vet's certificate for the horse or a doctors certificate for the rider within one week of the event. 10% of the entry fee may be retained by the organiser to cover administration costs.

Arenas – Arenas must comply with rule book requirements.

Medical/First Aid Requirements

- Doctor, Ambulance, St John or minimal requirement, a person holding a Senior First Aid Certificate
- The First Aid Person **MUST HAVE NO OTHER DUTY** and should wear a clearly marked armband/bib or something similar designating their duty
- A first Aid station must be provided
- Emergency vehicles must be able to access all parts of the ground
- Local Ambulance and Hospital must be advised of the location and timing of the event
- Provision for major injury to horse:-
 - Organise vet to respond if required
 - Horse float to act as ambulance if required
 - Hessian or material to use as a screen

DPI: Be aware that in the future that the DPI may make it compulsory for a biosecurity plan to be outlined in case of an outbreak of infectious disease such as EI.

PERSONNEL REQUIRED TO RUN AN OFFICIAL DRESSAGE

CHIEF STEWARD	Should have a sound knowledge of the rules and procedure for running an Official Dressage day.
PCAQ STEWARD (TD)	THE FIRST OFFICIAL TO BE BOOKED BY AN ORGANISING COMMITTEE IS THE TD AND THEY ARE TO MAKE SURE THAT PROGRAMME ETC IS CORRECT before forwarding it to PCAQ. Should be submitted to the Sub-Committee for approval, can be Zone delegate to PCAQ Sub-committee, or the Committee will appoint a PCAQ Steward, ideally from another club but not necessarily.
ORGANISING SECRETARY	<i>Before the day:</i> Before the Programme is printed and sent out, submit to PCAQ for approval <ul style="list-style-type: none">• Obtain judges/TD and submit for approval to PCAQ• Send out approved programme & put on PCAQ website• Arrange and appoint other necessary personnel• Obtain sufficient numbers of all necessary score sheets• Do draw and workers list and send out week prior• Contact judges• Arrange back numbers and all workers for the day• Do arrange pencillers before the day starts. (This can be done by asking for workers from competing clubs on entry form ie 1 worker for every three riders) <i>On the day:</i> <ul style="list-style-type: none">• Issue back numbers, collect & fill out performance cards• Arrange presentation of awards <i>After the event</i> <ul style="list-style-type: none">• Submit results to PCAQ as soon as possible either by email or hard copy.
<i>NB. This is only the main points of the Secretary's job. There will be many other arrangements to make.</i>	
JUDGES	2 judges per ring.
PENCILLERS	One per judge.
GEAR STEWARDS	One for each 2/3 rings.
SCORERS	Minimum of two for 1 ring & a minimum of 4 for 2 to 6 rings (Extra scorers may be required depending on numbers.)
RUNNERS	One for every 2 rings
ANNOUNCER	
ARENA CREW	Personnel to set up and pull down arenas
CATERING CREW	Provide water and refreshment to Judges, coursebuilders and workers

Please Note:

As per October 2009 minutes:-

7.5.3 “Clubs applying for Official Days should bear in mind that they need to provide the majority of the work force from their members and limit the request for helpers from competitors. Other clubs should only be asked to provide assistance for jobs as Dressage pencillers, Rail stewards and Cross Country Stewards.”

XYZ PONY CLUB INC

OFFICIAL DRESSAGE DAY

To be run under 2015 PCAQ Rules

DATE & TIME: Starting at: 8.30am

VENUE: XYZ Pony Club Grounds,Pic.n.....

ENTRIES CLOSE:
All entries from Club Secretary in writing with Club cheque
OR by email and direct debit

All competitors must be a current riding member of PCAQ or PCA

OFFICIAL PROGRAMME – **CLASSES MUST BE SET OUT IN THIS ORDER**

Class 1	Under 11 Years	1B & 1D
Class 2	11 & Under 13 Years	1D & 2B
Class 3	13 & Under 26 Years Preliminary	1D & 1F
Class 4	13 & Under 26 Years Novice	2D & 2F
Class 5	13 & Under 26 Years Elementary	3B & 3G

Choice of Dressage tests is up to Organising Committee provided they are within guidelines for competition.

Performance cards are required for Classes 1, 2, 3, 4 & 5 and must be handed to the organising secretary prior to the commencement of event.

Riders may enter one competitive horse in Official Programme and one competitive horse in the Unofficial Classes OR two horses in the same section, one of which must be ridden H.C. If in the same class, the HC horse must be ridden second. The horse to be ridden HC must be nominated as such on the entry form.

Riders currently competing in a graded class cannot ride a graded horse in an unofficial section, BUT you may ride a graded horse in an unofficial class if you are not currently competing in official classes.

TEAMS: Teams shall consist of the best 4 riders from one club, with the best 3 scores to count. A team of 3 is acceptable and may beat a team of 4. Teams may be taken from any grade or group in Official Programme

UNOFFICIAL PROGRAMME

Class 6	Under 13 years	Walk Trot D & 1:1 (ii)) Choice of Tests is up to
Class 7	13 & Under 26 years	1:1 (ii) & 1:1 (iv)) Organising Committee
Class 8	Seniors*		

***Seniors : Option A or Option B TO BE STATED ON PROGRAMME**

Option A: Seniors to choose from classes 3, 4, 5 (Official Preliminary, Novice or Elementary/Medium) to be eligible for overall awards, but if no class is stated will ride in Class 3 Official Preliminary (Jan 09).

Option B: Seniors will compete as one Group in Class 6, which will consist of one official preliminary test and on official novice test.

Awards:

Ribbons

To fifth place in each class—points to 10th place

Trophies

To overall winner in each group (*Trophies in Official classes should be of a greater value than those for unofficial*)

Medallions

To winners of Teams section (suggestion only)

DISCLAIMER: Neither the organising committee of any contest to which these rules apply, nor the PCAQ, accept any liability for any accident, damage, injury or illness to horses, owners, riders, ground, spectators or any other person or property whatsoever.

RESERVATION OF RIGHTS

The organising committee reserves the right to: cancel any class or event, combine classes if less than 3 competitors, or divide classes according to the numbers nominated and the rules governing splitting of groups, alter advertised times, transfer competitors between sections of a class, and to refuse any entry with or without stating a reason.

This reservation must be printed on all programmes.

PROTESTS: Should be lodged within 30 minutes of the results being posted, or the incident and should be accompanied by a \$50 fee which is refundable only if the protest is upheld

CANTEEN: All facilities available on the day.

OFFICIALS for DRESSAGE DAY

This form should be submitted to the Dressage Sub-Committee **at least three weeks before the date of the event.** Any change in judges should be advised immediately.

ORGANISING ZONE OR CLUB.....

Official Competition OR Zone Championships Delete what is not applicable

DATE: VENUE:.....

<u>JUDGES:</u>	
<u>Name</u>	<u>Grade</u>
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

PCAQ STEWARD (Technical Delegate)

Judges should be on the official PCAQ List as supplied or be **EA accredited** when you should state beside the name the EA accreditation.

Signed:Phone No.

Club/Zone Secretary

REPORT ON OFFICIAL DRESAGE DAY

Please complete and return with your results to PCAQ **within two weeks of the event**

Official Competition OR Zone Championships Delete what is not applicable

Club/Zone:..... **DATE:**.....

Number of Official Competitors:..... **Number of Unofficial Competitors:**.....

Conditions: Wet..... Dry..... PCAQ Technical Delegate :.....

Officials on the Day were:- Dressage Judges:

- | | |
|----------|----------|
| 1) | 2) |
| 3) | 4) |
| 5) | 6) |
| 7) | 8) |

Brief description of any Incidents and overall running of the Event:

SECRETARY'S REPORT

.....

PCAQ STEWARD (TECHNICAL DELEGATE'S) REPORT

.....

SIGNEDDATE.....

The TD should comment on some or all of these points in the report.

	GOOD	SUITABLE	POOR	COMMENT
Organisation of the day				
Admin/Secretarial/Scoring				
Judges				
Personnel e.g. Gear Check				
Accident/Incident reporting				
Communications				
Grounds				
Equipment				